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18 September 1956

MEMORANDUM FOR : Chief, Intelligence School
FROM : Chief, Orientation & Briefing/IS/TR
SUBJECT : Weekly Report for the Period
11 September to 18 September, 1956

Administration

1. Both the auditorium and the office are gradually being put into shape through the cooperation of the Support Staff, the Building Supply Officer, and Training's Graphics Aid Section. Much work remains to be done on visual aids. I am scheduled to consult with Mr. [] on this matter today.

2. [] came to discuss the availability of the auditorium for other programs. I asked them to wait for 60 days so that I could use the auditorium when regular programs were not going on in order that I might practice my presentations and the use of the visual aids connected with them. Also, in order that it might be available for various consultations with Graphics people. After this short period we will work out some method whereby the room can be made available for certain other Training programs. I put three restrictions on this. They are as follows:

- a. that the room be used as a briefing room and not as a classroom. The distinction is an important one. It is ill adapted for regular classroom purposes, as regards students, as regards instructors, and as regards the flexibility of the room.
- b. that there be some flexibility in scheduling so that the room may be available to me for special briefing requests that come in at irregular intervals and on short notice.
- c. that people using the room provide their own logistic and administrative support and leave the room in the identical condition in which they find it.

why?

If these conditions are kept in mind I am certain that something satisfactory can be worked out.

25 YEAR RE-REVIEW

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25X1 3. [] has been supplied with the dates of all regularly scheduled programs for the next 12 months. At his request, and because [] wants to publicize the Dependents' Briefing in the OPR Bulletin, I have agreed to write a few words about the program for inclusion in the November Bulletin.

25X1 4. We never received the list of people scheduled to attend the FSO Briefing on Wednesday, 19 September. State sent it to me and it was readdressed to my predecessor who sent it back to State. Meanwhile, time was running out and it was important to get that list to the Security Office if the people were to be name-checked in time for the briefing. A special courier was sent to State to get a duplicate of the list. With the cooperation of [] Chief, Employee Activities Branch, we have been assured that our request will receive top priority and that the people will be cleared in time.

Regular Programs

1. CIA Introduction: On Monday, 17 September, the program was put on for 69 persons. This was the first CIA Introduction I conducted. All details were in order and I am satisfied that the program went smoothly.

Special Briefings and Requests

1. On Wednesday, 12 September, I gave a one-hour presentation on CIA organization in the postgraduate course of the Naval Intelligence School.

2. On Thursday, 13 September, I gave three short briefings on the Agency to the IAC guests attending the Intelligence Products Exhibit.

3. On Thursday afternoon, 13 September, I conducted a two-hour review seminar in the Intelligence Orientation Course.

25X1 4. [] now attending the National War College, dropped in for materials that he might use in connection with a presentation on CIA organization which he has offered to give at the War College. The best materials were available in the Intelligence Orientation files and through [] these were forwarded to him. [] and I had a very interesting discussion on intelligence.

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